

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

October 11, 2002

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain revisions to the Department Manual.

**PROCEDURE:**

- I. DAILY SIGN OUT SHEET, FORM 15.19.0-REVISED.** The Daily Sign Out Sheet, Form 15.19.0, has been revised to decrease the page size from 8½" X 14" to 8½" X 11". The size revision will also make the form easier to print from computers.

**Use of Form.** This form may be used by all Department employees to record the time an employee leaves and returns to his/her office. It also provides for a record of telephone calls made by the employee to his/her office.

The completion and distribution of this form remain the same.

**FORM AVAILABILITY:** The Daily Sign Out Sheet, Form 15.19.0, will be available from the Department of General Services Distribution Center within 90 days, and will be placed on the Department's Local Area Network (LAN). Upon receipt of the revised form, the previous version shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order amends Department Manual Section 5/15.19.0.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. SERVICE EXCELLENCE SURVEY, FORMS 19.01.0 AND 19.01.1-REVISED.** The Service Excellence Survey, Forms 19.01.0 (English version), and 19.01.1 (Spanish version), have been revised to leave a blank line wherever the division has been pre-printed. The blank line can be filled in at each Area or traffic division by visitors to these stations.

**Note:** This generic form eliminates the need for the 42 other Service Excellence Surveys that were deactivated in 2001.

**Completion.** These forms shall be made available for voluntary completion by the public. Additionally, the envelopes that accompany each form will have a blank line next to the P.O. Box of the address. The blank line shall be filled in by the employee distributing the survey with the corresponding mail stop for the Area/division. The envelopes are provided to community members to mail the Service Excellence Surveys.

**Distribution.** The use and distribution of these forms remain the same.

**FORM AVAILABILITY:** The Service Excellence Surveys, Forms 19.01.0 and 19.01.1, will be available from the Department of General Services Distribution Center within 90 days, and will be placed on the Department's Local Area Network (LAN). Upon receipt of the revised forms, the previous versions shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order amends Department Manual Sections 5/19.01.0 and 5/19.01.1.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. FIELD NOTEBOOK DIVIDER - FUGITIVE WARRANT  
PROCEDURES/GUIDELINES, FORM 18.45.0 - ACTIVATED.**

The Field Notebook Divider - Fugitive Warrant Procedures/Guidelines, Form 18.45.0, has been activated as a ready reference guide regarding the arrest, booking and reporting procedures of persons wanted on an out-of-state fugitive warrant.

**FORM AVAILABILITY:** The Field Notebook Divider - Fugitive Warrant Procedures/Guidelines, Form 18.45.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. A copy is attached for reference as needed.

**AMENDMENTS:** This Order adds Section 5/18.45.0 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**MARTIN H. POMEROY**  
**Chief of Police**

Attachments

**DISTRIBUTION "D"**